

**Phoenix Program**  
**Process Definition – General Ledger**

Process	<b><i>Modify a Statistics Code</i></b>
Process Number	<b><i>GL – 088</i></b>

***Description of Process***

Modify a statistics code. You may wish to modify a Statistics Code when there is a change in the associated unit of measure or the code's description. Statistics Codes are ChartField values used to identify non-monetary amounts and are associated with a specific unit of measure. Once you have added a statistics code to the table, you can use the code to document statistical amounts on the same journal line as the corresponding monetary entry. For example, the journal line that records the charge back of rent expense to an individual department can include both a dollar amount of the rent to be charged *and* the amount of floor space used to determine the charge. Statistics Codes will be set up under the STATE SetID. The State of Georgia will establish the following Statistics codes:

- Floor Space
- Minutes of Telephone Usage
- Kilowatt hours
- Each
- Cubic yards
- Cubic feet
- Days
- Hours
- Thermal units
- Gallons
- Tons

***Input to Process***

Statistics Code change request is written up, signed, assigned a statistics code and approved. The statistics code is then modified in PeopleSoft.

***Output of Process***

Statistics Code is modified and is accessible to all business units.

***Service Level Agreement Required? (if yes, provide a brief description)***

N/A

***PeopleSoft Panel Groups being Used***

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Function	Panel Group
Use	Statistics Code

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### ***Business Process Description***

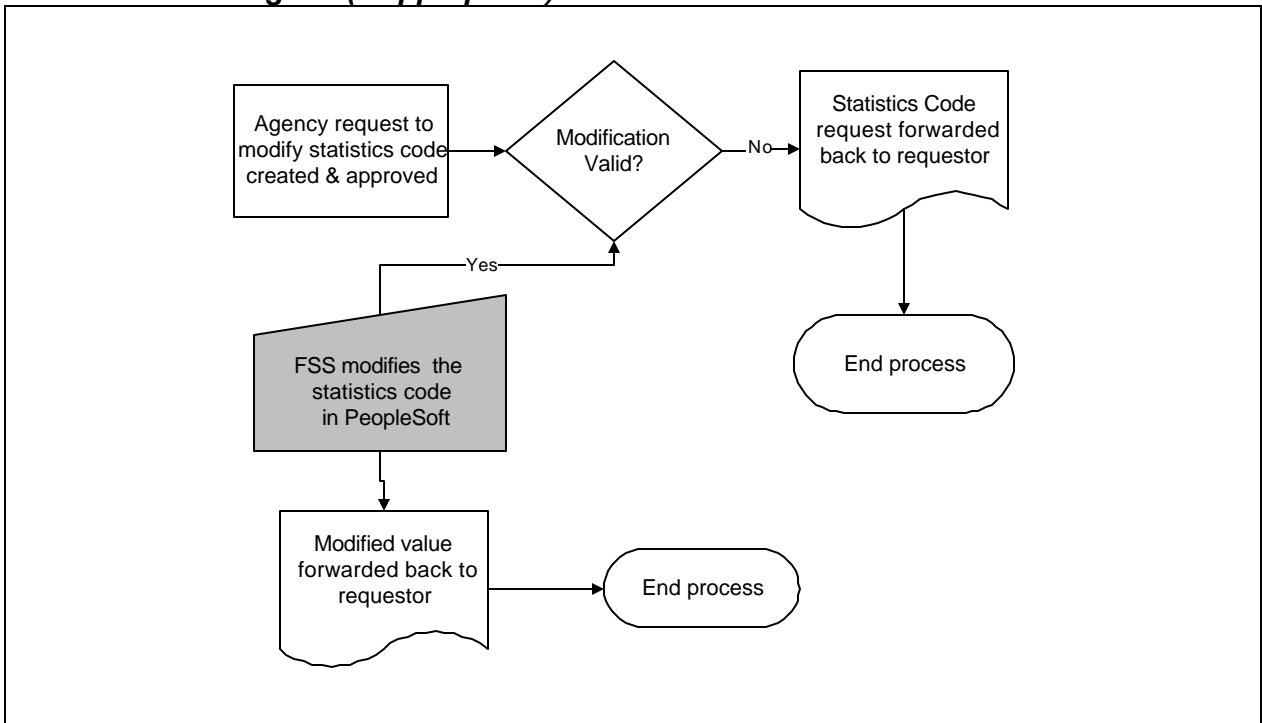
Process Description	Responsibility (Agency/Centralized)
<b><u>Step 1: Complete request form to modify a statistics code</u></b> Using the forms provided to you, submit your request to the Department of Audits. If valid, the request will be forwarded to FSS for input. Otherwise, the request will be returned to you for corrective action or with an explanation for the denial of the request.	Agency
<b><u>Step 2: Open the statistics code you wish to modify</u></b> Using Update/Display mode, enter the SetID and Statistic Code for the statistic code you wish to modify. The SetID should be STATE, since all statistics codes are shared at a single level.	Centralized
<b><u>Step 3: Insert a row that will contain the statistics code modifications</u></b> Insert a row using F7 in any effective dated field. This allows you to make <i>effective dated</i> changes and enables you to retain a history of the modifications made to the statistics code. Any modifications will take effect as of the date specified.  In the row you just inserted, enter the Effective Date and Status for your statistics code. The Effective Date can be set to the current date or a future date and determines the date on which the change will go into effect. The Status refers to the availability of the statistics code for use in journal processing. The default Status is "Active."	Centralized
<b><u>Step 4: Make changes as requested on form</u></b>	Centralized
<b><u>Step 5: Save the statistics code</u></b> The statistics code is now saved and is available for use once it becomes effective.	Centralized
<b><u>Step 6: Notify the requestor that the statistics code has been modified</u></b> Send notification to the requestor that the statistics code has been added and is available for use. The following are acceptable forms of notification: <ul style="list-style-type: none"> <li>• E-mail</li> <li>• Facsimile</li> <li>• Interoffice Memorandum</li> </ul>	Centralized

### ***Forms Used with Process (#)***

\*\*Attach sample form(s) [Statistics Code Change Request.doc](#)

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### *Process Flow Diagram (if appropriate):*



Process Signoff

Tested By  
Date Tested